ROTATION ATTENDANCE POLICY

Students are permitted three excused absences during their clinical year of training. In all cases, it is the student’s responsibility to notify the instructor (well in advance or in the case of an emergency, as soon as possible) in the manner set forth by each rotation. In most cases, this can be accomplished by paging the clinician/instructor on duty.

A fourth day is given as a “free day” for the taking of the North American Veterinary Licensing Examination (NAVLE). All of these days, including that for taking the NAVLE, must be scheduled in advance if possible and the date approved by the rotation coordinator. Only one student may be gone from a rotation on a given day. Forms are available in Academic and Student Affairs. It is the student’s responsibility to fill out the form and present it to the rotation coordinator and is the rotation coordinator’s responsibility to sign the form and return it to Student Affairs.

During a given rotation, students may use an excused absence for illness, medical appointments, or family or personal issues. The rotation coordinator has sole authority to determine if the absence if excused or not. Attendance policy for all rotations is as follows:

- Number of days and times of day the student is required to be present varies by rotation. Some rotations require week-end and emergency duty, making the attendance requirement a full 14 days. Those rotations without specific week-end duties have an attendance requirement of 10 days.

- The VMC is open 24 hours a day every day of the year. However, some rotations will not require regular attendance on University holidays. Holidays are excused absences on some rotations and not on others. If you are on a rotation that does not require regular attendance on a holiday, the rotation coordinator may choose not to permit other absences during that rotation in order to insure that students receive adequate instruction.

- In accordance with University policy, the student may miss a day on a rotation due to such circumstances as religious observances, jury duty, military service, and participation in intercollegiate athletic events. [http://www.policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html](http://www.policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html) These are not considered absences. Students are required to properly notify the instructor well in advance and determine a plan to make up the time or work that is missed. The student is required to make the rotation coordinator aware that they will be gone well in advance, and are strongly encouraged to consider how they will make up the content missed.

- Any unexcused absence may be grounds for failing the rotation.

- Students may miss one day as an excused absence on any rotation. If a student misses two (2) days, they will be required to make up a day at a later date. The rotation coordinator may choose to consider week-end duties as half-days and may choose to assign didactic make-up work instead of clinical duty. If a student misses three (3) days or more, they will be given an Incomplete and must repeat the rotation.